# How to Apply

# Department of Auditor-Controller INTERNAL AUDITOR

Q Internal Auditor

To qualify for the position you must have a <u>Bachelor's degree</u> from an accredited college or university with <u>21 semester</u> units or <u>32 quarter</u> units of <u>accounting</u> courses, <u>including a course in auditing</u>. If you will meet the requirements by June 30, 2017, you may also apply.

Filing Period: 10/18/2016, 8:00 AM - 10/20/2016, 11:59 PM PST

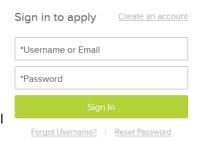
### I. Search for the Bulletin

- 1) Go to: www.governmentjobs.com/careers/lacounty
- 2) Search: Internal Auditor
- 3) Under Job Title column, Click on: Internal Auditor / Accountant-Auditor
- 4) This will bring up the Job Bulletin. Review the Job Bulletin for additional information
- 5) On the top right of the bulletin, Click on

APPLY

### II. Sign in or Create an Account

- Sign In, if you have already created an account -OR-
- Create an Account
  - a. It is recommended that you use a personal email account in lieu of a student or work email



SHOW MORE

## III. Complete your Account and Application Information

- 1) Info Tab (Required)
- 2) Work Tab (Optional)
- 3) Education Tab (Required)
  - a. Include your College, Major, and projected End Date (Graduation Date)
- 4) Additional (Not Required)
- 5) Attachments (Optional at the time of filing)

When applying, all applicants must provide supporting documents to their application by:

- Attaching the supporting documentation at the time of filing;
   -OR-
- Emailing the supporting documentation to ACRecruitment@auditor.lacounty.gov by no later than November 10, 2016
- 6) Questions Tab (Required)
  - a. Agency Questions
  - b. Supplemental Questions
- 7) Review Tab
  - a. Review your application information

# ● Mork ■ Education ••• Additional ••• Attachments ••• Questions ••• Review

■ IF Sort ▼ Filter ▼

# IV. <u>Submit your application</u>

 a. All done! Thank you for applying. You will be scheduled to participate a structured interview in December or January.

All information included in the application materials is subject to verification at any point during the examination and hiring process, including after an appointment has been made. Falsification of any information may result in disqualification or rescission of appointment.